



**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
July 29, 2013**

HUMAN RESOURCES ASSOCIATE

Open To: The Public
Location: 61 Woodland Street, Hartford, CT
Hours: Full-Time, 40 hours/week
Salary Group/Class: ADMIN 2 (starting salary at \$63,517)
Closing Date: August 23, 2013

The Board of Regents for Higher Education is seeking a Human Resources Associate to perform a broad range of professional level human resource generalist functions, including but not limited to, recruitment and selection, contract administration, employee relations, workforce and organizational planning, HRIS, payroll, benefits, staff development and training, and affirmative action.

POSITION SUMMARY:

This position is accountable for performing professional duties relating to human resources management and providing support to the System Office and the Connecticut State Colleges and Universities System. The incumbent will receive general supervision from a human resources professional of a higher grade or division/agency head.

REPRESENTATIVE DUTIES:

- Develops, implements and evaluates human resources policies, goals and objectives; implements new procedures and procedural revisions
- Participates in recruitment, employee orientation, and promotion process; reviews applications for minimum qualifications, interviews, evaluates, and recommends applicants for employment
- Interprets, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures
- May participate in collective bargaining, grievance procedures, and contract administration; interprets collective bargaining agreements
- Counsels and advises employees on matters related to employment, career development, transfer, and separation
- Generates and coordinates processing of human resources transactions in the HRIS system; maintain data integrity by running monthly audit reports
- Participates in position and classification audits; analyze and recommend changes to classification specifications
- Develops and delivers training to all levels of the organization

- Responds to inquiries by gathering information and composing correspondence
- Prepares and maintains human resource records
- May assist with special projects and performs related duties as required

MINIMUM QUALIFICATIONS:

Bachelor's degree in business, management, or a closely related field. A minimum of six (6) years of related experience in human resources management, including at least two (2) of the following areas: recruitment, affirmative action, employee relations, payroll, or benefits. Knowledge of the principles and practices of human resources administration; basic knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of employee and labor relations principles and practices; basic knowledge of equal opportunity principles and requirements; basic knowledge of payroll procedures and operations; excellent oral and written communication skills; interpersonal skills; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration; ability to analyze problems quickly and determine effective solutions; ability to read and interpret laws, regulations, policies, procedures and collective bargaining agreements; ability to serve as an effective business partner; ability to design and deliver formal and informal training. Must have strong knowledge of using Microsoft Office (Word, Excel, Powerpoint).

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

PREFERRED QUALIFICATIONS:

Higher education and/or unionized public sector environment highly desirable. PeopleSoft (Core-CT) or SCT Banner experience preferred.

APPLICATION PROCEDURE:

Submit a cover letter, detailed resume, BOR Employment Application, and names of three professional references to:

Board of Regents for Higher Education
ATTN: HR Associate Position
Human Resources Department
61 Woodland Street
Hartford, CT 06105
jobs@ct.edu

Application materials must be postmarked or submitted on or before August 23, 2013. Incomplete or late application packages received after the deadline may be discarded. A BOR employment application can be found on our website at <http://www.ct.edu/files/pdfs/Employment-Application.doc>

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.